

LOCAL COUNTY PUBLIC HEALTH DEPARTMENTS

INSTRUCTIONS TO COMPLETE APPLICATION TO OBTAIN CALIFORNIA'S COUNTY-SPECIFIC VITAL STATISTICS FILES

Counties may obtain one copy of their own County-Specific Statistical Master Files for the current year at no charge. If you are seeking STATEWIDE data this is not the correct application. For Statewide data please use the VITAL STATISTICS DATA FILES application.

Confidential death and birth files include personal identifiers such as Names, Certificate Numbers, Addresses, Social Security Numbers (SSN) and Mother's Maiden Name (MMN). These fields are subject to confidentiality restrictions according to California Health and Safety Code.

Personal identifiers may be used for follow-back or contact for public health purposes only. Any other reason for follow-back or contact with human subjects must be approved by the Committee for the Protection of Human Subjects (CPHS) and the Vital Statistics Advisory Committee (VSAC). Also, the release of names or any other personal identifier requires prior approval from CPHS and VSAC. **For more information on obtaining approvals, please contact the Office of Health Information and Research at the telephone number or e-mail listed below.**

Mail the completed application materials with your check or money order to:

California Department of Public Health
Office of Health Information and Research
P.O. Box 997410, MS 5103
Sacramento, CA 95899-7410

Phone: (916) 552-8095 Fax: (916) 650-6889
E-Mail: OHIR@cdph.ca.gov

You can fax the completed application to the fax number listed above if no payment is required.

Make all checks or money orders payable to California Department of Public Health if purchasing data files for prior years. Payment is required before data files can be released. **We can not accept credit cards or send data files via a purchase order.** If an invoice is needed in order to process a check, please contact the Office of Health Information and Research at the telephone number or e-mail listed above. Please do not mail checks or money orders without a copy of the application or an invoice.

Federal Taxpayer ID Number: 74-3204993. Fed-Ex Deliveries: Fed-Ex deliveries are not accepted using the P.O. Box above. If you would like to Fed-Ex your completed application and payment, please call or e-mail for the physical location. If you would like the CDs delivered via Fed-Ex, you must supply your Fed-Ex account number or a credit card billing number.